DOCUMENT RESUME

ED 367 817 CE 065 861

| | |
|---|---|
| TITLE | Occupational Preparation Vocabulary Module. Instructor Manual. Student Manual. Revised. |
| INSTITUTION | Missouri Univ., Columbia. Instructional Materials Lab. |
| SPONS AGENCY | Missouri State Dept. of Elementary and Secondary Education, Jefferson City. Div. of Vocational and Adult Education. |
| PUB DATE | 93 |
| NOTE | 32p.; For related modules, see CE 065 872-874. |
| AVAILABLE FROM | Instructional Materials Laboratory, University of Missouri, 2316 Industrial Drive, Columbia, MO 65202 (order no. 90-0724-V, instructor manual; 90-0724-S, student manual). |
| PUB TYPE | Guides - Classroom Use - Teaching Guides (For Teacher) (052) -- Guides - Classroom Use - Instructional Materials (For Learner) (051) |
| EDRS PRICE | MF01 Plus Postage. PC Not Available from EDRS. |
| DESCRIPTORS | Exceptional Persons; *Learning Disabilities; *Occupational Information; Secondary Education; *Special Education; Special Needs Students; Teaching Guides; Teaching Methods; *Test Items; *Vocabulary; Vocabulary Development; *Vocational Education |

ABSTRACT

This module contains a student manual and an instructor's manual for study of vocabulary for vocational education aimed at students with special needs. The student manual consists of quizzes that consist of matching and multiple-choice items that can be used to review the vocabulary of the unit as presented on a videotaped lesson. Answers to the quizzes and a chart of student progress are included at the back of the student manual. The vocabulary lessons include the following topics: orientation to careers; occupational clusters; job searching; job application; cooperative occupational education; succeeding on the job; job responsibilities; on-the-job vocabulary; and consumer skills. The instructor's manual contains information about the vocabulary module, objectives, a list of module components, and suggestions on using the module and the instructor's manual. (KC)

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ED 367 817

# OCCUPATIONAL PREPARATION VOCABULARY MODULE

Instructor Manual

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Developed by the
Instructional Materials Laboratory,
University of Missouri-Columbia,

in cooperation with

Vocational Special Needs and Guidance Services,
Department of Elementary and Secondary Education

*The activity which is the subject of this report was supported in whole or in part by funds from the Department of Elementary and Secondary Education, Division of Vocational and Adult Education. However, the opinions expressed herein do not necessarily reflect the position or policies of the Missouri Department of Elementary and Secondary Education or the Division of Vocational and Adult Education, and no official endorsement should be inferred.*

CE 065 746

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## *Acknowledgments*

The Occupational Preparation Vocabulary Module was originally developed in 1984 and was revised in 1993. The following individuals gave their time, effort and talent to make it happen.

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Diane Davis, editor
Linda Winn, graphic designer
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## *Occupational Preparation Vocabulary Module*

The Occupational Preparation Vocabulary Module is designed to provide students with special needs with the opportunity to develop vocabulary skills in the area of Occupational Preparation. The module is designed to be used with students in a variety of settings and it:

* provides academic support for students with special needs who are entering regular vocational Occupational Preparation classes,
* supplements the vocational curriculum of those students already placed in regular Occupational Preparation classes, and
* provides vocational materials for the modified classroom.

This module is divided into nine sections. Vocabulary pertinent to each section was selected by an advisory committee composed of secondary level Occupational Preparation instructors. While this list is by no means exhaustive, it does represent agreement by area professionals. The words selected are necessary for students' successful comprehension and participation in the area of Occupational Preparation.

## *Notes to the Instructor*

The Occupational Preparation Vocabulary Module is designed to help students develop vocabulary awareness, knowledge, and comprehension. The module is a supplementary aid to your curriculum and is best used as a preteaching strategy. As you review the listing, you may wish to add additional vocabulary terms which you see as basic to the area of Occupational Preparation. This can be accomplished by following the format developed throughout the module.

The format is based on the educational principles of instruction, reinforcement and feedback. It includes a visual presentation, definition, context sentence, and reinforcing visual.

## *Objectives*

The purposes of the module are:

1. To provide basic definitions for Occupational Preparation vocabulary terms
2. To provide visual representation of the Occupational Preparation terms used
3. To provide an auditory overlay of the terms, definitions, and context sentences
4. To provide multi-sensory stimulation in the presentation of the terminology
5. To provide an opportunity for student evaluation upon completion of each unit
6. To provide an opportunity for individualized, self-paced learning

## *Components*

The Occupational Preparation Vocabulary Module consists of:

One videotape
One Student Manual with Progress Chart and Answer Key

The **Student Manual** is used to evaluate student progress. It is designed to provide semi-immediate reinforcement and should be required upon completion of a specified amount of work. It is recommended that students reach a mastery level of 70% before proceeding to the next section.

The **Student Progress Chart** provides the student with the opportunity to record scores and chart progress. The chart allows instructors to quickly review individual progress of each student. If you find that students have difficulty with the charting procedure, you may wish to assume that responsibility.

The **Answer Key** contains correct responses for each item in the Student Manual. If you find that it is inappropriate to leave the Answer Key in the Student Manual, remove it and place the key in a central location.

## *How to Use this Manual*

Step 1: Select appropriate students.

Step 2: Explain the importance of vocabulary in Occupational Preparation.

Step 3: Demonstrate use of equipment and materials.

Step 4: Establish a procedure (i.e., student folders or filing system for maintaining student material).

## *Occupational Preparation*

Following is a list of the items in the Occupational Preparation Vocabulary Module.

**100 Orientation to Careers**

World of work
Career
Career exploration
Occupation
Occupational interest
Job aptitude
Dictionary of Occupational Titles (DOT)
Nontraditional occupations
Vocational education
Area Vocational Technical School (AVTS)
On-the-job training (OJT)
Volunteer work
Vocational student organizations

**200 Occupational Clusters**

Occupational cluster
Agribusiness and natural resources
Communications and media occupations
Construction occupations
Environmental occupations
Fine arts and humanities occupations
Health occupations
Homemaking occupations
Hospitality and recreation occupations
Manufacturing occupations
Marine science occupations
Marketing and distribution occupations
Office technology occupations
Personal service occupations
Public service occupations
Transportation occupations

**300 Job Searching**

Employment
Job leads
Classified ads
Employment agency
Private employment agency
Public employment agency
Job qualifications
Resume
Job interview
Temporary employment
Discrimination
Equal Opportunity Employer (EOE)

**400 Job Application**

Job applicant
Legal name
Maiden name
Military service
Social Security
Social Security number
Permanent address
Employment record
Bonded
Citizen
Disability
References
N/A
Signature

**500 Cooperative Occupational Education**

Cooperative occupational education
General job skills
Specific job skills
Technical training
Related vocational instruction
Employment seeking skills

Job sites
Supervisors
Coworkers
Entry-level job
Work permit
Placement
Career goal
Apprenticeship

**600 Succeeding on the Job**

Personal and social skills
Ability
Talent
Attitude
Cooperation
Initiative
Honesty
Courtesy
Tact
Enthusiasm
Self-confidence
Values

**700 Job Responsibilities**

Job responsibility
Work attitudes
Accuracy
Dependable
Punctual
Cooperation
Communication
Constructive criticism
Agreement
Safety
Occupational Safety and Health Administration (OSHA)
Hazardous occupations
Security clearance
Unions
Job probation
Evaluation

**800 On-The-Job Vocabulary**

Orientation
Working conditions
Minimum wage
Fringe benefits
Worker's compensation
Unemployment benefits
Time sheet
Payroll
Wages
Salary
Tip
Piecework
Commission
Overtime
Promotion

**900 Consumer Skills**

Consumer skill
Budgeting
Deductions
Income tax
Withholdings
W-4 form
W-2 form
FICA
Gross income
Net income
Deposit
Endorse
Checking account
Savings account
Overdrawn

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# *OCCUPATIONAL PREPARATION*
## *VOCABULARY MODULE*

Student Manual

Revised 1993

Developed by the
Instructional Materials Laboratory,
University of Missouri-Columbia,

in cooperation with

Vocational Special Needs and Guidance Services,
Department of Elementary and Secondary Education

*The activity which is the subject of this report was supported in whole or in part by funds from the Department of Elementary and Secondary Education, Division of Vocational and Adult Education. However, the opinions expressed herein do not necessarily reflect the position or policies of the Missouri Department of Elementary and Secondary Education or the Division of Vocational and Adult Education, and no official endorsement should be inferred.*



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### *To the Student*

These lessons are different from most books because you will use videotapes with this manual. You will watch, listen, read a little, answer work sheet questions and then check your work.

### *What You Will Learn*

When you finish these exercises, you will know words in:

- Orientation to Careers
- Occupational Clusters
- Job Searching
- Job Application
- Cooperative Occupational Education
- Succeeding on the Job
- Job Responsibilities
- On-The-Job Vocabulary
- Consumer Skills

### *What To Do*

1. Get videotape.

2. Turn on VCR and TV.

3. Put videotape into VCR.

4. Watch and listen to the program, one section at a time. (For example, CO100 is one section of the program.)

   **Are you ready to do the work sheet? ___Yes ___No If no, review the material.**

5. Find work sheet and do the questions for the part viewed.

6. Check your answers with the Answer Key and write down your score.



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**Directions:** Match the word in List A with the definition in List B.

| List A | List B |
|---|---|
| ___ 1. World of work | a. Working on the job to learn a job or skill |
| ___ 2. DOT | b. Learning about different careers in the world of work |
| ___ 3. Nontraditional occupations | c. Talent or ability that can help you do well in a certain occupation |
| ___ 4. Job aptitude | d. Occupations people can choose and perform during their lifetime |
| ___ 5. Career exploration | e. Book which tells about job aptitude and training needed for different jobs |
| ___ 6. OJT | f. Occupations that men and women can choose today, but did not choose in earlier years |

**Directions:** Circle the letter of the word that best completes the definition.

7. The kind of work a person chooses to do for many years is:

   a. an occupation
   b. a career

8. Classroom training to prepare for an occupation or job is:

   a. vocational education
   b. occupational interest

9. Liking or being interested in a particular type of work is:

   a. occupational interest
   b. job aptitude

10. Clubs in which students learn about occupations, leadership and common interests are:

   a. area vocational schools
   b. vocational student organizations

### *How to Score CO100*

1. Check answers with the key in the back of this manual.
2. Count your correct answers and circle that number on this chart.
3. Turn to the Student Progress Chart in the back and put a dot on your score for CO100.

**YOUR SCORE 10 9 8 7 6 5 4 3 2 1 0**

## *Occupational Clusters*

**Directions:** Match the word in List A with the definition in List B.

| List A | List B |
|---|---|
| ___ 1. Environmental occupations | a. Jobs in child care, food service, clothing, and housekeeping |
| ___ 2. Communications and media occupations | b. Jobs involving water, land, minerals and air |
| ___ 3. Occupational cluster | c. Jobs in radio, telephone, newspapers and television |
| ___ 4. Hospitality and recreation occupations | d. Group of jobs that are similar or have people, places and things in common |
| ___ 5. Homemaking occupations | e. Jobs in hair cutting and styling, make-up, and weight control |
| ___ 6. Personal service occupations | f. Jobs in hotels, camps and recreation |

**Directions:** Circle the letter of the word that best completes the definition.

7. Jobs related to the ocean, like commercial fishing or marine biology, are:

   a. transportation occupations
   b. marine science occupations

8. Jobs in performing, painting, dancing or singing are:

   a. fine arts and humanities occupations
   b. hospitality and recreation occupations

9. Jobs in designing and constructing homes and businesses are:

   a. construction occupations
   b. agribusiness and natural resources occupations

10. Jobs such as clerks, secretaries, record keepers and business owners are:

   a. health occupations
   b. office technology occupations

11. Jobs in retail and wholesale buying, selling and service are:

   a. manufacturing occupations
   b. marketing and distribution occupations

### *How to Score CO200*

1. Check answers with the key in the back of this manual.
2. Count your correct answers and circle that number on this chart.
3. Turn to the Student Progress Chart in the back and put a dot on your score for CO200.

**YOUR SCORE 11 10 9 8 7 6 5 4 3 2 1 0**

## *Job Searching*

**Directions:** Match the word in List A with the definition in List B.

| List A | List B |
|---|---|
| ___ 1. Temporary employment | a. Business that helps you find a job |
| ___ 2. Resume | b. Abilities, knowledge and work experience a worker needs to do a job |
| ___ 3. Job qualifications | c. Job that lasts for a short time |
| ___ 4. Job leads | d. Meeting between an employer and a person wanting a job |
| ___ 5. Employment agency | e. Information about job openings |
| ___ 6. Job interview | f. Written information about a person's education, work experience and abilities |

**Directions:** Circle the letter of the word that best completes the definition.

7. An agency run by the state or federal government which does not charge a fee:

   a. private employment agency
   b. public employment agency

8. An employer who hires people because of their qualifications:

   a. private employment agency
   b. equal opportunity employer

9. Treating someone differently or unfairly is:

   a. discrimination
   b. a resume

10. A meeting between an employer and a person wanting a job is:

    a. classified ads
    b. job interview

### *How to Score CO300*

1. Check answers with the key in the back of this manual.
2. Count your correct answers and circle that number on this chart.
3. Turn to the Student Progress Chart in the back and put a dot on your score for CO300.

**YOUR SCORE 10 9 8 7 6 5 4 3 2 1 0**

**Directions:** Match the word in List A with the definition in List B.

| List A | List B |
|---|---|
| ___ 1. Bonded | a. Government retirement insurance program you belong to when you work |
| ___ 2. Social Security number | b. Address where someone can always be reached |
| ___ 3. Permanent address | c. Number the government gives you to identify you in their records |
| ___ 4. Social Security | d. When a company puts up money to protect your employer from losses you might cause while on the job |
| ___ 5. Signature | e. Physical, mental, or emotional impairment which affects one of a person's life functions |
| ___ 6. Disability | f. The way you write or sign your name |
| ___ 7. References | g. People an employer can talk to about your work record |

**Directions:** Circle the letter of the word that best completes the definition.

8. A legal resident of a country is a:

   a. signature
   b. citizen

9. A person's name as it is written on the birth certificate is a:

   a. legal name
   b. signature

10. A person asking for a job is a:

    a. job applicant
    b. citizen

11. The places and times you have worked are:

    a. an employment record
    b. Social Security

### *How to Score CO400*

1. Check answers with the key in the back of this manual.
2. Count your correct answers and circle that number on this chart.
3. Turn to the Student Progress Chart in the back and put a dot on your score for CO400.

**YOUR SCORE 11 10 9 8 7 6 5 4 3 2 1 0**

**Directions:** Match the word in List A with the definition in List B.

| List A | List B |
|---|---|
| ___ 1. Job sites | a. People you work with at a job |
| ___ 2. Supervisors | b. Occupation a student chooses for training and later, employment |
| ___ 3. Entry-level job | c. Places in the community where vocational training occurs |
| ___ 4. Career goal | d. People responsible for seeing that the work gets done |
| ___ 5. Coworkers | e. Learning specific job skills needed for a job |
| ___ 6. Technical training | f. Beginning level job in an occupation |

**Directions:** Circle the letter of the word that best completes the definition.

7. Abilities needed to succeed on any job are:

   a. general job skills
   b. specific job skills

8. An area which teaches general and specific job skills needed to succeed on a job:

   a. related vocational instruction
   b. employment seeking skills

9. Being assigned to a job site to learn job skills is:

   a. placement
   b. a work permit

10. A program which helps students prepare for jobs through training at a job site and in school is:

    a. apprenticeship
    b. cooperative occupational education

11. Studying and working with skilled workers to learn a trade is:

    a. specific job skills
    b. an apprenticeship

### *How to Score CO500*

1. Check answers with the key in the back of this manual.
2. Count your correct answers and circle that number on this chart.
3. Turn to the Student Progress Chart in the back and put a dot on your score for CO500.

**YOUR SCORE 11 10 9 8 7 6 5 4 3 2 1 0**

## *Succeeding on the Job*

**Directions:** Match the word in List A with the definition in List B.

| List A | List B |
|---|---|
| ___ 1. Personal and social skills | a. Feeling good about what you can do |
| ___ 2. Self-confidence | b. Beliefs and feelings that a person uses in decision making |
| ___ 3. Ability | c. Being truthful and fair |
| ___ 4. Cooperation | d. Ability to work with the public in customer service positions and with coworkers |
| ___ 5. Honesty | e. Being able or having the skill to do certain tasks well |
| ___ 6. Values | f. Working well with and helping others |

**Directions:** Circle the letter of the word that best completes the definition.

7. Getting started or starting a job without being told is:

   a. initiative
   b. tact

8. Showing respect for others or having good manners is:

   a. enthusiasm
   b. courtesy

9. Having the skill to do certain tasks well is called:

   a. attitude
   b. ability

10. Saying and doing things in such a way that does not offend others is:

    a. tact
    b. attitude

### *How to Score CO600*

1. Check answers with the key in the back of this manual.
2. Count your correct answers and circle that number on this chart.
3. Turn to the Student Progress Chart in the back and put a dot on your score for CO600.

**YOUR SCORE 10 9 8 7 6 5 4 3 2 1 0**

*CO700*

***Job Responsibilities***

**Directions:** Match the word in List A with the definition in List B.

| | List A | | List B |
|---|---|---|---|
| ___ 1. | Job responsibility | a. | Information which tells you how you can improve what you are doing |
| ___ 2. | Hazardous occupations | b. | Accepting and doing the work needed on a job |
| ___ 3. | Security clearance | c. | Having a work site set up so that people are not hurt while working |
| ___ 4. | Constructive criticism | d. | Jobs where the work is more dangerous than most jobs |
| ___ 5. | Safety | e. | Means you have been approved to work at jobs involving valuable or secret information |

**Directions:** Circle the letter of the word that best completes the definition.

6. Following through on a task or an assignment is being:

   a. punctual
   b. dependable

7. A trial period when you're observed to see how well you meet job expectations is:

   a. evaluation
   b. job probation

8. Two or more people reaching the same decision is:

   a. agreement
   b. accuracy

9. Ideas and thoughts one has about work are:

   a. communication
   b. work attitudes

10. Groups of employees who join together to work for better pay and working conditions are:

    a. unions
    b. Occupational Safety and Health Administration (OSHA)

***How to Score CO700***

1. Check answers with the key in the back of this manual.
2. Count your correct answers and circle that number on this chart.
3. Turn to the Student Progress Chart in the back and put a dot on your score for CO700.

**YOUR SCORE 10 9 8 7 6 5 4 3 2 1 0**

## *On-The-Job Vocabulary*

**Directions:** Match the word in List A with the definition in List B.

| List A | List B |
|---|---|
| ___ 1. Unemployment benefits | a. Money used to pay employees |
| ___ 2. Time sheet | b. Fixed amount of money paid to an employee for a month's work |
| ___ 3. Payroll | c. Paper showing the hours and days you work in a time period |
| ___ 4. Worker's compensation | d. Money the state pays you when you have been hurt on the job and cannot work |
| ___ 5. Working conditions | e. Things on a job that affect you as you work, like weather, noise and number of people |
| ___ 6. Salary | f. Money paid to you by the state when you lose your job and cannot find work |

**Directions:** Circle the letter of the word that best completes the definition.

7. Money given to an employee by a customer in addition to their regular salary is a:

   a. wage
   b. tip

8. A meeting to become familiar with a new job, place or situation is:

   a. an orientation
   b. a promotion

9. The least amount of money you can earn for certain jobs, according to the law, is called:

   a. minimum wage
   b. commission

10. Extra pay for approved work over 40 hours in the same week is:

   a. overtime
   b. fringe benefits

***How to Score CO800***

1. Check answers with the key in the back of this manual.
2. Count your correct answers and circle that number on this chart.
3. Turn to the Student Progress Chart in the back and put a dot on your score for CO800.

**YOUR SCORE 10 9 8 7 6 5 4 3 2 1 0**

**Directions:** Match the word in List A with the definition in List B.

| List A | List B |
|---|---|
| ___ 1. Income tax | a. Using money so that you have enough to meet your needs |
| ___ 2. Deposit | b. Placing money in a bank or savings and loan for safekeeping |
| ___ 3. Consumer skill | c. Amounts of money taken out of a paycheck for taxes, insurance, savings plans and other expenses |
| ___ 4. FICA | d. Ability to buy, sell or use products in the most effective way |
| ___ 5. Deductions | e. Money you pay each year to help pay for the services the government provides |
| ___ 6. Budgeting | f. Law which allows the government to withhold money for Social Security |

**Directions:** Circle the letter of the word that best completes the definition.

7. Paper you receive from an employer once a year telling the amount of taxes that was taken out of your paycheck is:

   a. W-4 form
   b. W-2 form

8. An account where money can be stored and earn interest (extra money) is:

   a. a savings account
   b. a checking account

9. The money you receive in your paycheck after all deductions are taken out is:

   a. gross income
   b. net income

10. Money taken out of a paycheck for federal, state and local taxes is called:

   a. overdrawn
   b. withholdings

### *How to Score CO900*

1. Check answers with the key in the back of this manual.
2. Count your correct answers and circle that number on this chart.
3. Turn to the Student Progress Chart in the back and put a dot on your score for CO900.

**YOUR SCORE 10 9 8 7 6 5 4 3 2 1 0**

## *Answer Key*

**CO100**

1. d
2. e
3. f
4. c
5. b
6. a
7. b
8. a
9. a
10. b

**CO200**

1. b
2. c
3. d
4. f
5. a
6. e
7. b
8. a
9. a
10. b
11. b

**CO300**

1. c
2. f
3. b
4. e
5. a
6. d
7. b
8. b
9. a
10. b

**CO400**

1. d
2. c
3. b
4. a
5. f
6. e
7. g
8. b
9. a
10. a
11. a

**CO500**

1. c
2. d
3. f
4. b
5. a
6. e
7. a
8. a
9. a
10. b
11. b

**CO600**

1. d
2. a
3. e
4. f
5. c
6. b
7. a
8. b
9. b
10. a

| CO700 | CO800 | CO900 |
|---|---|---|
| 1. b | 1. f | 1. e |
| 2. d | 2. c | 2. b |
| 3. e | 3. a | 3. d |
| 4. a | 4. d | 4. f |
| 5. c | 5. e | 5. c |
| 6. b | 6. b | 6. a |
| 7. b | 7. b | 7. b |
| 8. a | 8. a | 8. a |
| 9. b | 9. a | 9. b |
| 10. a | 10. a | 10. b |

# Orientation To Careers Vocabulary Module
## Student Progress Graph

1. Make a dot on the line opposite your score.
2. As you finish another work sheet, connect the dots.